



AP Exam Registration & Payment Frequently Asked Questions (FAQ)

Important Links:

- ★ [AEHS Online School Payment \(OSP\) Site](#)
- ★ AEHS Instructions for [AP Exam Obligation Payments using the OSP](#)
- ★ [MyAP Classroom](#)

My student is having difficulty registering in MyAP.

1. If they are enrolled in MyAP classroom:

- a. Join code: Students should have received [enrollment instructions](#) and a join code in the first two-weeks of class. Students should ask their teachers for their join codes.
- b. Issues with College Board (CB) account: Students login to MyAP should be the same as their login in to any previously created CB account. Unfortunately, some students have multiple accounts or some other issue that prevents them from creating or logging into an account. Due to confidentiality, students must contact CB directly as the school cannot due to confidentiality concerns. Students should call CB at 888-225-5427 (toll-free) or 212-632-1780.

2. If they are not enrolled in the AP class (such as IB students):

- a. IB students or other students not enrolled in the AP course can take select AP exams. Students will need to [enroll in MyAP classroom](#), if they have not already done so, and join an “exam-only” section of the AP class in MyAP. Both AP & IB teachers and Mrs. Becraft have the “exam-only” join codes. After they enroll in MyAP, it will take a couple of days to upload the enrollment into the obligation system and allow payment.

I am in the [Online School Payment \(OSP\) system](#), but...

1. I only see IB exams in the OSP: For AP Exams, students are issued two individual obligations for each AP exam (the \$40 deposit and \$54 remaining payment) using the enrollment information in MyAP classroom. Due to this, you must navigate to the obligation section (linked at the top of the page) and search for your students once you are in the [Online School Payment system](#).

2. I do not see my student's exams listed in the obligation system:

- a. Check to make sure your student is enrolled in each AP course in MyAP classroom.
- b. Check to make sure you are in the [obligation section of the OSP](#).
- c. If they are, then they may have enrolled in MyAP AFTER enrollments were last extracted from MyAP and uploaded to our obligation system.
 - i. Mr. Ramos, AEHS financial assistant, and Mrs. Becraft have to manually update the data from MyAP into our obligation system and therefore there is a delay between MyAP enrollment and issuing obligations. Unfortunately, it is a bit cumbersome and therefore occurs every couple of days.



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3. **I only see some of my student's exams listed in the obligation system.**
 - a. If your students is missing some of their AP exams in the obligation system, make sure your student in enrolled in each AP course in MyAP classroom.
 - b. If they are, then they may have enrolled in MyAP AFTER enrollments were last extracted from MyAP and uploaded to our obligation system.
 - i. Mr. Ramos, AEHS financial assistant, and Mrs. Becraft have to manually update the data from MyAP into our obligation system and therefore there is a delay between MyAP enrollment and issuing obligations. Unfortunately, it is a bit cumbersome and therefore occurs every couple of days.

3. **My family submitted the [MCPS Fee Waiver form](#), but the exam amount has not been adjusted in the obligation system.**
 - a. MCPS FW are first entered in the MyAP classroom. They are then extracted from MyAP into our obligation system to reduce the obligation.
 - b. First, make sure your student in enrolled in each AP course in MyAP classroom. AEHS cannot approve a Fee Waiver for a student who is not enrolled in MyAP classroom.
 - c. If they are, then they may have submitted their in MCPS Fee Waiver form AFTER enrollments were last extracted from MyAP and uploaded to our obligation system.
 - i. Mr. Ramos, AEHS financial assistant, and Mrs. Becraft have to manually update the data from MyAP into our obligation system and therefore there is a delay between MyAP enrollment and issuing obligations. Unfortunately, it is a bit cumbersome and therefore occurs every couple of days.

4. **I have two obligations for each exam:** To allow payment plans for families, each AP exam is split into two payments- a \$40 deposit and a \$54 second payment. **Families must pay the \$40 deposit by Thursday, Nov. 7th in order for AEHS to order the AP exam.**
 - a. Payment Plan: To pay the \$40 initial deposit, check the "Pay" box in the AP Exam Deposit row for each exam. This is shown below in the yellow section labeled "P".
 - b. Full payment: To pay in full, check the "Pay" box in the Exam Fees AP row (shown below in the green section labeled "F") and the "Pay" box in the AP Exam Deposit row (shown below in the yellow section labeled "P") for each exam.

DETAILED OBLIGATION PAYMENT

Select Student Profile Albert Einstein
(if Student is not listed add them by clicking here)

Assigned Student Profile

Amount To Pay \$ 0.00

Detailed Obligation Amount To Pay

ID	Description	Oblig Type	Oblig Date	Amount	Pay
78915571	Exam Fees AP - Computer Science A AP Computer Science A Kimberly M Becraft 373745AP68	Exam Fees AP	10/18/2019	\$54.00	<input type="checkbox"/>
78915572	Exam Fees AP - English Language and Composition AP English Language and Compos Kimberly M Becraft 373745AP73	Exam Fees AP	10/18/2019	\$54.00	<input type="checkbox"/>
78915573	Exam Fees AP - World History: Modern AP World History: Modern Kimberly M Becraft 373745AP75	Exam Fees AP	10/18/2019	\$54.00	<input type="checkbox"/>
78915635	AP Test Deposit: Computer Science A AP Computer Science A Kimberly M Becraft 373745AP68	AP EXAM DEPOSIT	10/18/2019	\$40.00	<input checked="" type="checkbox"/>
78915636	AP Test Deposit: English Language and Composition AP English Language and Compos Kimberly M Becraft 373745AP73	AP EXAM DEPOSIT	10/18/2019	\$40.00	<input checked="" type="checkbox"/>
78915637	AP Test Deposit: World History: Modern AP World History: Modern Kimberly M Becraft 373745AP75	AP EXAM DEPOSIT	10/18/2019	\$40.00	<input checked="" type="checkbox"/>

F
P